

40 HORAS

OVERVIEW

If you are taking this course, you probably have some professional exposure to the duties of a project manager, or you may be embarking on a career in professional project management. As a project manager, the ability to demonstrate best practices in project management—both on the job and through professional certification—is becoming the standard to compete in today's fast-paced and highly technical workplace. In this course, you will apply the generally recognized practices of project management to successfully manage projects.

Project managers are always under severe pressure to complete projects on time and within budget. However, most projects fail to meet these demands and as a result, many projects are terminated early. Successful project management requires knowledge and experience. This course is designed to provide you with the skills needed to be a successful project manager in today's rapidly changing world. Additionally, this course can be a significant part of your preparation for the CompTIA® Project+® certification exam. The skills and knowledge you gain in this course will help you avoid making costly mistakes and increase your competitive edge in the project management profession.

TARGET STUDENT

This course is designed for individuals in various job roles who have a basic knowledge of project management, and who participate in small to medium scale projects.

This course is also designed for students who are seeking the CompTIA® Project+® certification and who want to prepare for the CompTIA® Project+® PK0-004 Certification Exam. A typical student taking the CompTIA® Project+® PK0-004 Certification Exam should have a minimum of 12 months of project management experience. Experience with specific project management software is helpful, but not mandatory.

COURSE OBJECTIVES

In this course, you will apply recognized practices of project management and understand a project's life cycle, roles, and skills necessary to effectively initiate, plan, execute, monitor, control and close a project.

You will:

- Identify the fundamentals of project management.
- Initiate a project.
- Create project plans, stakeholder strategies, and scope statement.
- Develop a Work Breakdown Structure and activity lists.
- Develop project schedule and identify the critical path.
- Plan project costs.

- Create project staffing and quality management plans.
- Create an effective communication plan.
- Create a risk management plan, perform risk analysis, and develop a risk response plan.
- Plan project procurements.
- Develop change management and transition plans.
- Assemble and launch the project team to execute the plan.
- Execute the project procurement plan.
- Monitor and control project performance.
- Monitor and control project constraints.
- Monitor and control project risks.
- Monitor and control procurements.
- Perform project closure activities.

PREREQUISITES

Basic computing skills and some experience using Microsoft Office are desirable but not required. You can obtain this level of skills and knowledge by taking one or more courses in Microsoft Office curriculum; for example:

- Microsoft® Office Word 2016: Part 1
- Microsoft® Office Excel® 2016: Part 1

COURSE OUTLINE

Lesson 1: Defining Project Management Fundamentals

- Identify Project Management Basics
- Describe the Project Life Cycle
- Identify Organizational Influences on Project Management
- Define Agile Methodology

Lesson 2: Initiating the Project

- Identify the Project Selection Process
- Prepare a Project SOW
- Create a Project Charter
- Identify Project Stakeholders

Lesson 3: Planning the Project

- Identify Project Management Plan Components
- Determine Stakeholder Needs
- Create a Scope Statement

Lesson 4: Preparing to Develop the Project Schedule

- Develop a WBS
- Create an Activity List
- Identify the Relationships Between Activities
- Identify Resources

- Estimate Time

Lesson 5: Developing the Project Schedule

- Develop a Project Schedule
- Identify the Critical Path
- Optimize the Project Schedule
- Create a Schedule Baseline

Lesson 6: Planning Project Costs

- Estimate Project Costs
- Estimate the Cost Baseline
- Reconcile Funding and Costs

Lesson 7: Planning Human Resources and Quality Management

- Create a Human Resource Plan
- Create a Quality Management Plan

Lesson 8: Communicating During the Project

- Identify Communication Methods
- Create a Communications Management Plan

Lesson 9: Planning for Risk

- Create a Risk Management Plan
- Identify Project Risks and Triggers
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Develop a Risk Response Plan

Lesson 10: Planning Project Procurements

- Collect Project Procurement Inputs
- Prepare a Procurement Management Plan
- Prepare Procurement Documents

Lesson 11: Planning for Change and Transitions

- Develop an Integrated Change Control System
- Develop a Transition Plan

Lesson 12: Executing the Project

- Direct the Project Execution
- Execute a Quality Assurance Plan
- Assemble the Project Team
- Develop the Project Team
- Manage the Project Team
- Distribute Project Information
- Manage Stakeholder Relationships and Expectations

Lesson 13: Executing the Procurement Plan

- Obtain Responses from Vendors
- Select Project Vendors

Lesson 14: Monitoring and Controlling Project Performance

- Monitor and Control Project Work
- Manage Project Changes
- Report Project Performance

Lesson 15: Monitoring and Controlling Project Constraints

- Control the Project Scope
- Control the Project Schedule
- Control Project Costs
- Manage Project Quality

Lesson 16: Monitoring and Controlling Project Risks

- Monitor and Control Project Risks

Lesson 17: Monitoring and Controlling Procurements

- Monitor and Control Vendors and Procurements
- Handling Legal Issues

Lesson 18: Closing the Project

- Deliver the Final Product
- Close Project Procurements
- Close a Project